

## How to create an account and file a Planning Application Objection with the Department of Planning – 12 EASY STEP GUIDE

Please note that objection letters can still be submitted on paper and dropped off by hand to the Department of Planning. The letter must reference the Planning Application number.

Objections cannot be submitted by email. They can only be submitted online via the Planning Department website. You must first create a CSS account and then log in. Have your letter written, signed and ready to upload before you begin.

Information on the required content of letters of objection can be found at the bottom of these instructions.

1	Go to the <b>Department of Planning Website</b>	<a href="https://planning.gov.bm">https://planning.gov.bm</a>
2	Click on ' <b>Procedures and Guidance Notes</b> '	
3	Scroll down to <b>Commenting on Planning Applications</b> and click on it	
4	Read the section How to Submit Comments	
5	Click on <b>Customer Self Service (CSS)</b>	<a href="https://planningenergov.gov.bm">Civic Access (planningenergov.gov.bm)</a>
6	Log into your account or create an account in the top right corner. Follow the prompts for setting up your account.	
	ONCE YOU HAVE AN ACCOUNT YOU MAY SUBMIT AN OBJECTION:	
7	Back on the Customer Self Service page, Click the <b>Search</b> button and enter the planning application number. For the <b>Southampton Princess SDO</b> it is <b>SDO0001-23 (that is SDO followed by 3 zeros)</b>	
8	Click on the link to the right of the plan number ( <b>the application reference number highlighted and in blue</b> )	
9	On the next screen select <b>Sub-Records</b> (one of the buttons under the blue box) and then select ' <b>Apply</b> ' alongside the ' <b>Planning Application Objection</b> ' (see screenshot below)	
10	Follow the steps of the online form	

11	NOTE: you do need to <b>upload a signed personal letter of objection</b> . Upload the letter when prompted and finalize the submittal.	
12	An <b>acknowledgement</b> will be sent to you from the Department of Planning	

Thank you for carrying and making your voice heard!

Plan Number: P0510-21

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Existing Sub-Records

Sort Record Number

Record Number	Type	Status
REP0009-21	Planning Application Objection	In Time

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Remaining Sub-Records

Cannot apply for subrecords. You need to login first.

Type	Action
Conservation Management Plan (Mandatory)	Apply
Plan Renewal	Apply
Plan Revision	Apply
Planning Application Appeal (Development Appeal)	Apply
Planning Application Objection	Apply
Planning Application Representation	Apply
Planning Pre-Consultation	Apply

To submit an objection

To submit a representation

Any objection or representation must adhere to all criteria of Section 18 of the [Development and Planning \(Application Procedure\) Rules 1997](#) by satisfying all of the points set out below:

- Identify the application to which the comments relate and the application reference number (i.e. P0001-19)
- Contain the name of the person making the objection or representation, an email address and an address in Bermuda at which notices may be served upon him
- Where the objection or representation is signed by more than one person, specify one address in Bermuda at which notice may be served upon those making the objection
- State whether the person making the comments has an interest in land in the vicinity of the land to which the application relates and, if so, the nature of that interest and the location of that land
- Specify the grounds upon which the objection or representation is made (which must include at least one material planning consideration relevant to that particular application)
- Be signed by the person or persons making the comments (digital signatures are acceptable)

Source: [Guide to Commenting on Planning Applications – Department of Planning](#)